

To: Ms. Jennifer Palmbos
From: Rick Labib-Wood, MGT Consulting Group
Date: 02/02/2023
Re: Job Description, Pay Grade Allocation, FLSA Recommendation

This memo responds to your request for a classification review of the Health Department's proposed new class 'Public Water Supply Coordinator.'

1. PUBLIC WATER SUPPLY COORDINATOR

- Under Michigan's Safe Drinking Water Act (Act 399 of 1976) there are three types of public water supplies classified by the population served or the nature of the customer base:

Type 1 Community Public Water Supply	Provides year-round service to not less than 25 residents OR not less than 15 living units.	Some examples are municipalities (cities such as Flint, towns, etc.), apartments, nursing homes and manufactured housing communities.
Type 2 Either: Non-transient Non-community Public Water Supply OR: Transient Noncommunity Public Water Supply	Serves not less than 25 of the SAME people for at least six months per year. Serves not less than 25 people OR not less than 15 connections for at least 60 days per year.	Some examples are schools, daycares, office buildings, places of employment that have their own water system. Hotels and restaurants (with less than 25 employees), campgrounds, gas stations, churches
Type 3 Public Water Supply	Anything not considered a Type I or Type II water supply; serves less than 25 people AND 15 connections or operates for less than 60 days per year.	Some examples are small apartment complexes or condominiums, duplexes and very small businesses. Ownership of multiple Type 3 wells may change the drinking water supply type
Private Residential Well	Provides water to a single-family residential home (i.e. not a public water supply). Water is pumped from groundwater using a water well	

Livingston County is responsible for oversight of Type 2 noncommunity public water supplies. There are about 400 such non-community public water supply sources in Livingston county operating under the purview of the Public Health Department.

The regulatory landscape is changing. There is an increasing need to ensure strong coordination links between the County, other suppliers, and State and Federal agencies. Livingston has its own inspection requirements and programs to address the quality assurance of those non-community public water supply sources. The proposed position would strengthen the Public Health Department by serving as its specialist related to water supply construction, treatment, and compliance including acting as the lead for public water supply complaint investigations which may include chemical and/or biological agents that may cause disease.

The work is specialized and requires a strong science background both educationally and through work experience, especially in public-sector related water supply quality regulation fundamental for public health protection.

Attached is the proposed new job classification descriptions for Public Water Supply Coordinator to be added to the Health Department staffing list. The recommended grade allocation and placement, consistent with other coordinator positions in the department, is as follows:

- Public Water Supply Coordinator at Grade 110. The minimum annual salary for this recommended grade is \$69,515.73, and the maximum is \$88,064.44.
- FLSA: MGT Consulting Group recommends that this job be classified as Exempt as it will have supervisory authority over other staff as needed at various times both on specific projects to ensure completion of work on schedule or during emergency situations requiring rapid and coordinated responses.

Thank you for this opportunity to be of service to Livingston County. This information serves as the starting point for final review and recommendation to the Personnel Committee and then to the full Board of Commissioners regarding the changes proposed for the Public Health Departments job classifications and position assignments.